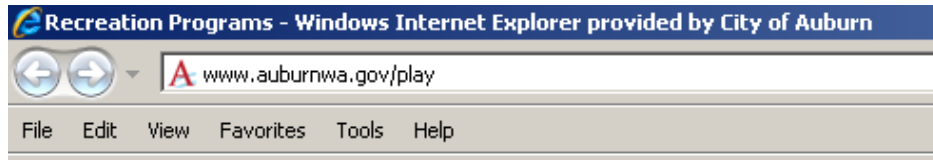


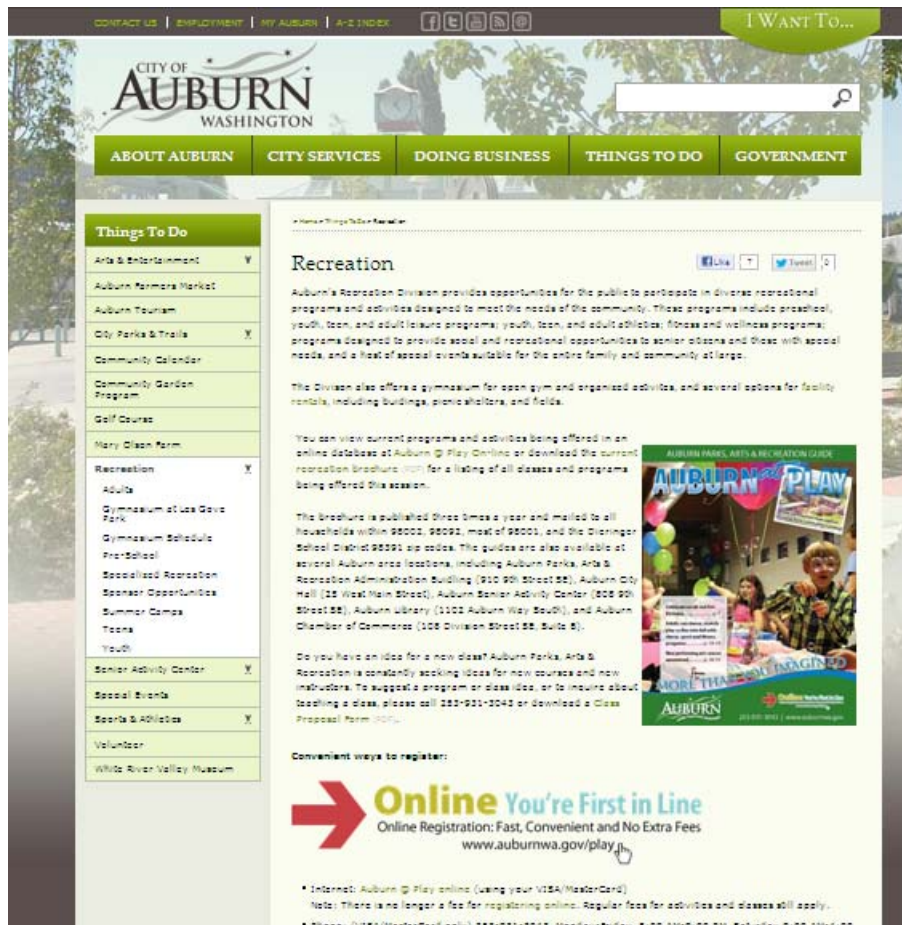
How to Register Online for the City of Auburn's Recreation Programs

Registering for an event or activity online is the easiest way to guarantee you and your family avoid being waitlisted.

To find the Online Registration page, type www.auburnwa.gov/play into your navigational bar and press enter.



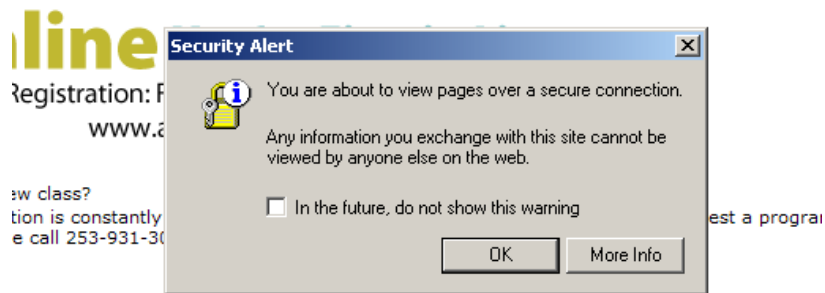
The "Recreation" page on Auburn's website will give you information about the different program categories that Auburn Parks, Arts, and Recreation offers and also serves as the portal to the online registration page.



To continue to the online registration page, click the “Online You’re First in Line” button which looks like this:

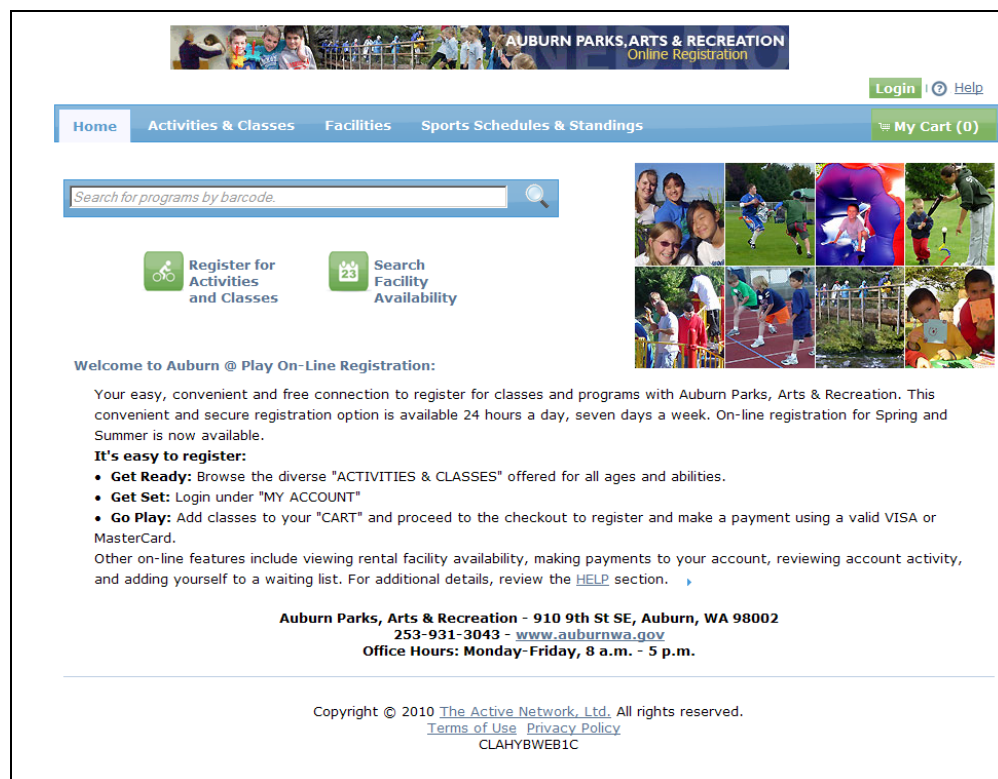


A secure connection will be made, allowing you to send confidential information over the internet safely. A dialog box may open informing you that this secure connection has been established. Click “OK”.



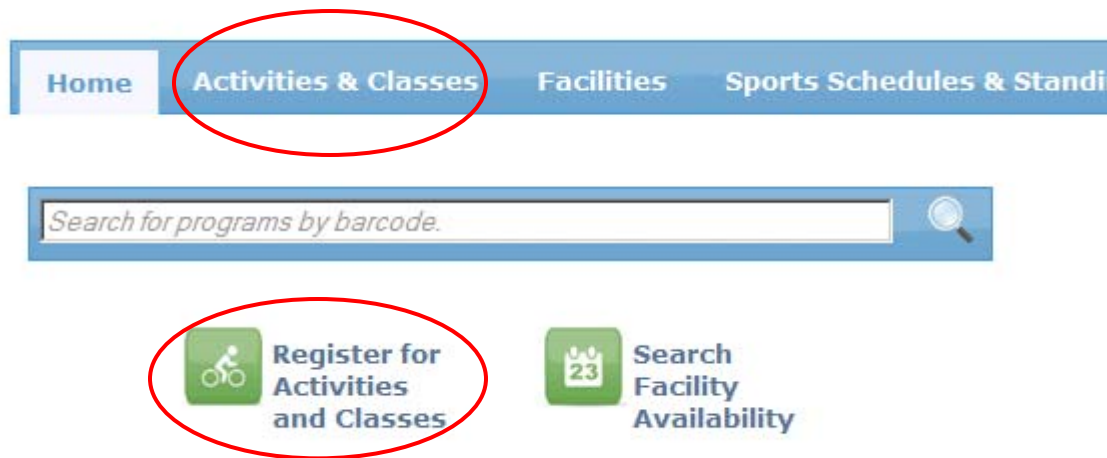
, music and Start Smart sport programs with parent participation.

You will be connected to the Auburn Parks, Arts and Recreation Online Registration page.

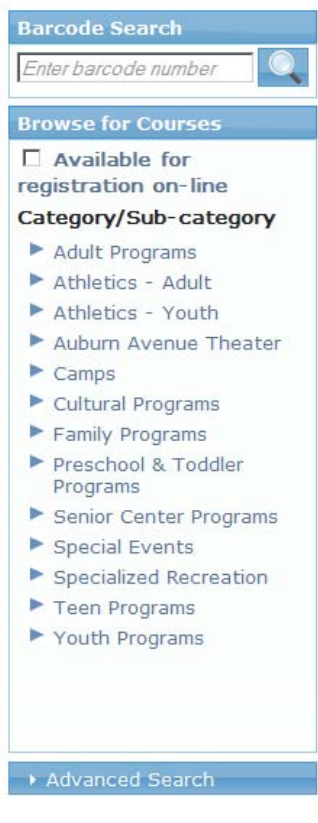


Browsing Activities and Classes

To browse through the available activities and classes, click “Register for Activities and Classes” next to the green bicyclist, or “Activities & Classes” in the blue navigation bar.



Activities and Classes are separated by Categories and Sub-categories listed along the Left hand side of our screen.



Clicking on a desired Category will expand those Activities and Classes in the center section of your screen. (Ex: "Athletics - Youth")

The screenshot shows a website interface with a top navigation bar containing 'Home', 'Activities & Classes', 'Facilities', 'Sports Schedules & Standings', and a 'My Cart (0)' button. On the left, a 'Barcode Search' box is present above a 'Browse for Courses' section. This section includes a checkbox for 'Available for registration on-line' and a list of 'Category/Sub-category' options: 'Adult Programs', 'Athletics - Adult', 'Athletics - Youth' (which is selected and highlighted), 'BASEBALL GRADES 3-6', 'BASEBALL GRADES 7-12', 'FASTPITCH - GIRLS GRADES 3-6', 'FASTPITCH - GIRLS GRADES 7-12', 'GOLF - YOUTH & ADULT', 'INSTRUCTIONAL CLASSES - SUMMER', 'SOCCER', and 'SPONSORSHIPS'. Below this list is an 'Advanced Search' button. The main content area on the right has a header with 'Course' and 'League' tabs, and a 'Facility' dropdown menu set to '(All)'. The primary heading is 'Golf - Youth', followed by a descriptive paragraph: 'Learn the basics of golf through group lessons. Demonstrations and instructions offered for ages 9-14 years. This one-week workshop will be offered Monday through Thursday. Lessons will take place at the Auburn Golf Course, 29630 Green River Road SE.' Below the text is a 'Show Courses' button. Further down, there are sections for 'Let's Play Sports Football (3-5)-Summer' and 'Let's Play Sports Golf (5-6)-Summer', each with a description and a 'Show Courses' button. The 'Let's Play Sports Golf (7-9)-Summer' section is partially visible at the bottom.

To view the Course offerings for each Sub-Category, scroll and click the desired Sub-Category along the left-hand side. A description of the program will be listed in the center part of the screen. (Ex: Soccer).

This screenshot shows the same website interface as the previous one, but with the 'Soccer' category selected in the left sidebar. The 'Soccer' option is highlighted in the 'Category/Sub-category' list. The main content area now displays 'Soccer - Youth' with a small soccer ball icon. The description reads: 'This is a developmental program for kids and coaches. Teams will practice once or twice per week. All games will be played in Auburn, most will be on Saturdays between 9 a.m. and 4 p.m. Teams may play one or two week night games. Each player will receive a team shirt and ball as part of their registration fee. Registrations received after August 6 are assessed a \$10 late fee.' Below the text is a 'Show Leagues' button. At the bottom of the main content area, there is a pagination bar that says 'Showing 1 to 1 of 1 league groups' with links for 'First', 'Previous', '1', 'Next', and 'Last'.

To view the different Activity/Course options within that Sub-Category, Click the “Show” button at the bottom of the description. (Ex: Youth Soccer lists 10 leagues, each league designated by age and gender, the Activity Barcode, Dates and Times of activity, activity location, number of Classes/Teams and the number of Available slots).

Category/Sub-category

- Adult Programs
- Athletics - Adult
- Athletics - Youth**
 - BASEBALL GRADES 3-6
 - BASEBALL GRADES 7-12
 - FASTPITCH - GIRLS GRADES 3-6
 - FASTPITCH - GIRLS GRADES 7-12
 - GOLF - YOUTH & ADULT
 - INSTRUCTIONAL CLASSES - SUMMER
 - SOCCER**
 - SPONSORSHIPS

Advanced Search

Soccer - Youth

This is a developmental program for kids and coaches. Teams will practice once or twice per week. All games will be played in Auburn, most will be on Saturdays between 9 a.m. and 4 p.m. Teams may play one or two week night games. Each player will receive a team shirt and ball as part of their registration fee. Registrations received after August 6 are assessed a \$10 late fee.

Hide Leagues

League	Barcode	Days	Times	Dates	Complex	Classes	Avail.
Boy's Grades 6th-8th	34331	Fri Sat	6:00PM 7:00PM	09-23-2011 - 11-12-2011	Turf White Game Farm Park	16	110
View Details							Add
Girl's Grades 6th-8th	34332	Fri Sat	6:00PM 7:00PM	09-23-2011 - 11-12-2011	Turf White Game Farm Park	16	74
View Details							Add
Girl's Grades 9th-12th	34340	Fri Sat	6:00PM 7:00PM	09-23-2011 - 11-12-2011	Turf White Game Farm Park	15	80
View Details							Add
Boy's Grades 9th-12th	34339	Fri Sat	7:30PM 8:30PM	09-23-2011 - 11-12-2011	Turf White Game Farm Park	15	103
View Details							Add
Boy's Grades 4th-5th	34333	Sat	9:00AM 10:00AM	09-24-2011 - 11-12-2011	Turf Yellow Game Farm Park	8	104
View Details							Add
Girl's Grades 4th-5th	34334	Sat	9:00AM 10:00AM	09-24-2011 - 11-12-2011	Turf Yellow Game Farm Park	8	88
View Details							Add
Boy's Grades 2nd-3rd	34335	Sat	9:00AM 10:00AM	09-24-2011 - 11-12-2011	Blue Game Farm Park	8	93
View Details							Add
Girl's Grades 2nd-3rd	34336	Sat	9:00AM 10:00AM	09-24-2011 - 11-12-2011	Blue Game Farm Park	8	77
View Details							Add
Boy's Grades K-1st	34337	Mon Sat	9:00AM 10:00AM	09-24-2011 - 10-31-2011	Black Game Farm Park	12	113
View Details							Add
Girl's Grades K-1st	34338	Sat	9:00AM 10:00AM	09-24-2011 - 10-29-2011	Black Game Farm Park	6	70
View Details							Add

Showing 1 to 10 of 10 leagues

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

To view details for a specific Activity, click “View Details” under the desired activity. (Ex: Girl's Soccer Grades 2nd-3rd).

View Details 

League Details X

Girl's Grades 2nd-3rd - 34336 

Grades: Gr. 1 to Gr. 2

Fees:

- Registration Fee \$45.00
- Non Resident Fee \$57.00

Description:

This is a developmental program for kids and coaches. Teams will practice once or twice per week. All games will be played in Auburn, most will be on Saturdays between 9 a.m. and 4 p.m. Teams may play one or two week night games. Each player will receive a team shirt and ball as part of their registration fee. Registrations received after August 6 are assessed a \$10 late fee.

Registration Date 03-10-2011 12:00AM

This league is for individual registrations only

League	Days	Dates & Times	Facility	Avail.
34336	Sat	09-24-2011 - 11-12-2011 9:00AM - 10:00AM	Blue Game Farm Park	77

[Add](#)

To register for this league click on the Add button to add to your cart.

Showing 1 to 10 of 10 leagues

[First](#) [Previous](#)

To register for a chosen Class or Activity, click the green “Add” button on either the Details page or Sub-Category page. (Ex: Girls Soccer Grades 2nd-3rd) (Note: If a Activity/Class is full, you will instead have the option to be put on the Waitlist).

Two week night games. Each team receives a team shirt and ball as part of the fee. Registrations received after 03-10-2011 12:00AM will be assessed a \$10 late fee.

03-10-2011 12:00AM

individual registrations only

Dates & Times	Facility	Avail.	
09-24-2011 - 11-12-2011 9:00AM - 10:00AM	Blue Game Farm Park	77	Add

his league click on the Add button to add to your cart.

Showing 1 to 10 of 10 leagues

First Previous 1 Next Last

View Details

Boy's Grades 2nd-3rd	34335	Sat	9:00AM - 10:00AM	09-24-2011 - 11-12-2011	Blue	Game Farm Park	8	93	Add
View Details									
Girl's Grades 2nd-3rd	34336	Sat	9:00AM - 10:00AM	09-24-2011 - 11-12-2011	Blue	Game Farm Park	8	77	Add
View Details									
Boy's Grades K-1st	34337	Mon Sat	9:00AM - 10:00AM	09-24-2011 - 10-31-2011	Black	Game Farm Park	12	113	Add
View Details									
Girl's Grades K-1st	34338	Sat	9:00AM - 10:00AM	09-24-2011 - 10-29-2011	Black	Game Farm Park	6	70	Add
View Details									

Showing 1 to 10 of 10 leagues

First Previous 1 Next Last

After clicking the “Add” button, you will be prompted to sign into your account. Enter your Login ID and Account # and click “Login”. If you do not have a Login ID and Account #, see the “EXISTING CUSTOMERS” and “NEW CUSTOMERS” notes on the User Login screen.

6th-8th Sat 7:00PM 11-12-2011 Game Farm

User Login

ABOUT LOGIN ID # and ACCOUNT #
In order to register, you must have an Login ID and Account Number. Families are issued one Account Number per family and each individual family member is issued an individual Login ID Number.

*Login ID:

*Account #: [Email me my Login Information](#)

[Login](#)

- **EXISTING CUSTOMERS:** If you have taken any classes within the past two years, you already have an Account Number and Login ID Number. Select the "Email me my Login Information" link above, type in your email address and your account numbers will be automatically sent to you by email. If you do not have a current email address on file with us, please call 253-931-3043 during business hours and it will be added to your account.
- **NEW CUSTOMERS:** Call 253-931-3043 or visit the Parks, Arts & Recreation Administration Building, 910 9th St. SE, to create a new account during normal business hours, Monday-Friday, 8 a.m. - 5 p.m. The following information will be requested: name, birth date, address, phone number, and a valid email address.

[View Details](#)

Once you are logged-in, you will be prompted as to whom on your account you are registering for that particular Class or Activity (Red Circle). To add multiple people to an activity/class, click “+Add Client” (Green Circle), and select the second person you are registering.

Client: [X Remove](#)

34336 - Girl's Grades 2nd-3rd

Dates & Times: 09-24-2011 - 11-12-2011 9:00AM - 10:00AM

[+ Add Client](#)

Cart Grand Total:\$0.00 [Clear Cart](#)

When you are ready, please continue to the Checkout to complete your transaction.

[Go to Checkout](#) [Continue Shopping](#)

Note: If an individual you are registering for an Activity/Class does not fit the required demographic (being too old or young), you will not be able to register them.

After you are done selecting people for registration, click “Go to Checkout” to wrap up and finish your online registration or “Continue Shopping” if there are other online Activity/Class registrations you wish to make.

Checkout

Online payments can be done with a Visa or Mastercard. Select your Card Type, enter the Card Number, Card Expiration Date, and complete the Credit Card Billing Information Section at the bottom. When you are finished click “Complete Transaction” and your Online Registration is complete.

Checkout

[Show Details](#)

Click 'Show Details' button to show Cart details.

Current Balance: \$0.00

Charges

Cart Charge Subtotal Before Tax:	\$55.00
Account Charges:	\$0.00
Total:	\$55.00


Payments

Payment from Account:	\$0.00
Payment from Credit Card:	(\$55.00)

*Card Type:

*Card Number:

*Exp. Date:



Credit Card Billing Information

Must match the address listed with your credit card company

*First Name:

*Last Name:

*Address 1:

Address 2: i.e. P.O. Box, Suite No.

*City:

*Country:

Province/State:

*Postal/Zip Code:

[Complete Transaction](#) [Cancel & Return to Cart](#)

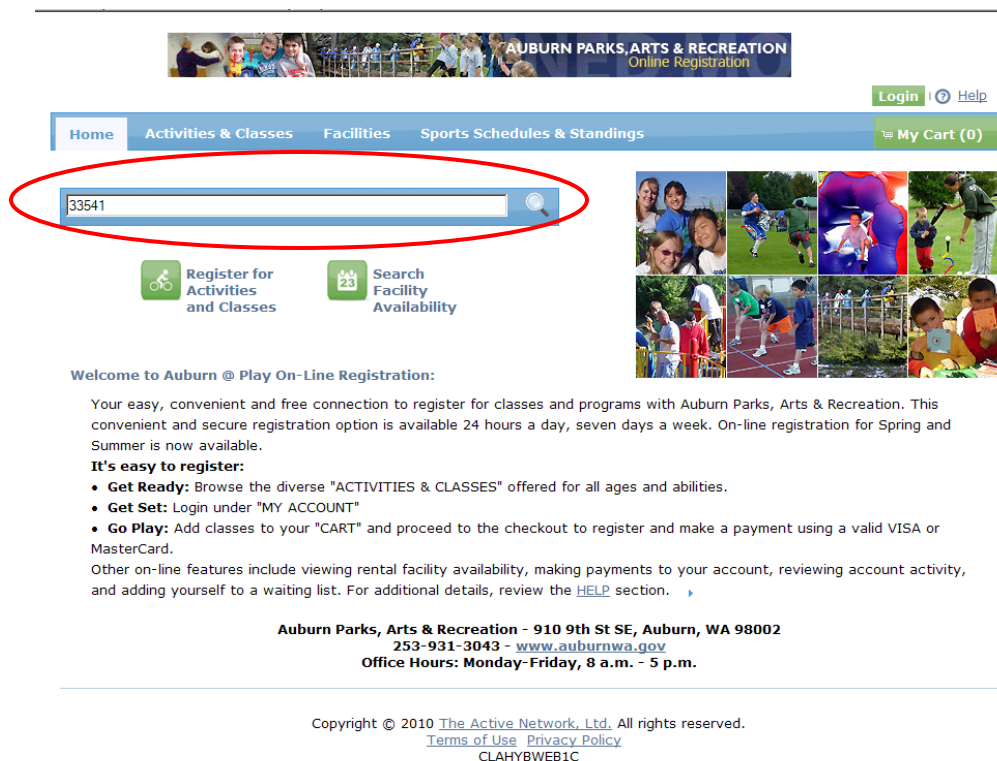
Committed to providing the most advanced online security features, we support the Verified by Visa security service.

Note: Not all Activities listed on Auburn at Play's On-Line registration page can be registered for online. Click the “View Details” button to see if your activity is available.

Searching by Barcode

Auburn Parks, Arts and Recreation utilizes a five digit number to easily identify Activities and Classes within our registration system. If you already know the number for an activity you are looking for, or if you have a physical copy of the recreation guide, *Auburn at Play*, and already have your activity picked out, you can register for the class online.

While on the main page for Auburn Parks, Arts and Recreation Online Registration, type the five digit number for your activity into the blue and white search bar and press enter. (Ex: Avenue Kids Summer Theater Camp: The Jungle Book)



The screenshot shows the Auburn Parks, Arts & Recreation Online Registration homepage. At the top is a banner with the text "AUBURN PARKS, ARTS & RECREATION Online Registration". Below the banner is a navigation bar with links: Home, Activities & Classes, Facilities, Sports Schedules & Standings, and My Cart (0). A search bar is located below the navigation bar, containing the number "33541". To the right of the search bar are two buttons: "Register for Activities and Classes" and "Search Facility Availability". Below the search bar is a grid of images showing various recreational activities. The text "Welcome to Auburn @ Play On-Line Registration:" is followed by a paragraph describing the registration process. Below this is a section titled "It's easy to register:" with three bullet points: "Get Ready", "Get Set", and "Go Play". At the bottom of the page is the contact information for Auburn Parks, Arts & Recreation, including the address, phone number, website, and office hours.

Welcome to Auburn @ Play On-Line Registration:

Your easy, convenient and free connection to register for classes and programs with Auburn Parks, Arts & Recreation. This convenient and secure registration option is available 24 hours a day, seven days a week. On-line registration for Spring and Summer is now available.

It's easy to register:

- **Get Ready:** Browse the diverse "ACTIVITIES & CLASSES" offered for all ages and abilities.
- **Get Set:** Login under "MY ACCOUNT"
- **Go Play:** Add classes to your "CART" and proceed to the checkout to register and make a payment using a valid VISA or MasterCard.

Other on-line features include viewing rental facility availability, making payments to your account, reviewing account activity, and adding yourself to a waiting list. For additional details, review the [HELP](#) section.

Auburn Parks, Arts & Recreation - 910 9th St SE, Auburn, WA 98002
253-931-3043 - www.auburnwa.gov
Office Hours: Monday-Friday, 8 a.m. - 5 p.m.

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CLAHYBWEB1C

The Details page will automatically open. Continue registration as you normally would from here, clicking the green "Add" button.

Searching Facility Availability

Many of the facilities operate by Auburn Parks, Arts and Recreation can be rented out for events planned by the general public. To check the availability of a particular facility, click "Search Facility Availability" next to the green calendar page on the main On-Line registration page. Note: You must call the Parks, Arts and Recreation Office to actually rent out a space.



The Facility Search box allows you to make selections that will help narrow down your results. It is located on the left hand side of your screen. The center section will list facility information. Click the circle next to "Facility Availability" to check for actual Availability.

Example for utilizing the Facility Availability Search

Clear All Search

Search for

☐ Facility information

☒ Facility availability

*Date between

12 Aug 2011

And

12 Aug 2011

*Time between

6 PM And 10 PM

Length Hr 3 Min 00

*Day(s)

All Mon Tue Wed Thu Fri Sat Sun

☐ ☐ ☐ ☒ ☐ ☒ ☐

*Function Meeting

Capacity: 50 Only used when Functions are selected.

Type All

*Limit to Complex(es)

☒ All

☐ Game Farm Park

☐ Game Farm Wilderness Park

☐ Isaac Evans Park

Complex	Facility	Day	Date	Time
Game Farm Park	Picnic Shelter View Details	Fri	08-12-2011	6:00PM-to-9:00PM
Veterans Memorial Building	Kitchen Building View Details	Fri	08-12-2011	6:00PM-to-10:00PM

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

The example here is checking the "Facility Availability" on Friday, 12 of August 2011, between 6pm and 10pm for a 3 hour long event that will be a Meeting. (Please note that building rentals have a 3-hour minimum use). The space needs to be able to fit 50 people, and any Type of building can be used. The results show that there are two options that the Parks, Arts and Recreation department have available for rental at that date and time.

To actually reserve the spaces, you must call 253-931-3043.